



# Environmental Protection Agency

## Vacancy Listing Report

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**Vacancy Number:** Reg 9-MP-2006-0016

**Vacancy Description:** Financial Manager, GS-505-14 / 15 (Regional Comptroller)

# Vac/Duty Loc 1: 1, San Francisco County, CA

# Vac/Duty Loc 2:

# Vac/Duty Loc 3:

**Series/Grade:** GS-0505-14/15

**Hiring Agency:** Environmental Protection Agency

**Contact Information:** Heidi Acquisti, 415-972-3836, [acquisti.heidi@epa.gov](mailto:acquisti.heidi@epa.gov)

**Promotion Potential:** GS-15

**Date Opened:** 11/14/05

**Date Closed:** 12/16/05

**Salary:** 96300 - 140300

### Information:

This position is being reannounced to broaden the applicant pool.

This announcement CLOSES MIDNIGHT EASTERN TIME (EST) on the closing date indicated. Remember to adjust your time to that time zone when applying.

PLEASE REMEMBER TO SUBMIT YOUR LATEST SF-50 SO YOUR ELIGIBILITY CAN BE VERIFIED.

This position is being announced as a second line supervisor over the Budget, Contracts and Accounting Offices pending approval of a reorganization. Until the reorganization is approved and takes effect, the incumbent will serve as a first line supervisor to the Budget Office.

An open house will be scheduled during the open period of this announcement.

### RELOCATION EXPENSES

In accordance with Federal and Agency travel regulations, the candidate selected for this position will be reimbursed for all travel, transportation, and relocation expenses associated with reporting for duty to this position.

### WHO MAY APPLY

This merit promotion announcement is open to current permanent employees throughout EPA and federal employees nationwide (current and former with reinstatement eligibility). In addition, applications from individuals who are eligible for consideration under a special hiring authority i.e., persons with disabilities who qualify for Schedule A appointments; 30% or more disabled veterans; preference eligibles or veterans who are honorably discharged from the armed forces after three or more years of active service and who meet the requirements under the Veterans Employment Opportunity Act (VEOA); Peace Corps/VISTA returnees; and PHS Officers) will also be accepted. If you wish to be considered non-competitively under a special hiring authority, you must indicate on your application the special authority



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under which you wish to be considered and submit proof of your eligibility with your application materials.

Employees outside of EPA Region 9 and at other federal agencies MUST submit by fax or mail your most recent SF-50 (Notification of Personnel Action). If you are not at the full performance level in your current position, be sure to submit a copy of a SF-50 that indicates your position's full promotional potential.

### LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Planning and Management Division, Comptroller Branch, Immediate Office, San Francisco, California

NUMBER OF POSITIONS: 1 (Full-Time)

### SALARY RANGE:

GS-14: \$96,300 - \$125,193 per annum

GS-15: \$113,277 - \$140,300 per annum

### PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-15. The position may be filled at either the GS-14 or GS-15 grade level. The primary difference between grade levels is the degree of supervision and the complexity of assignment. A person selected at the GS-14 grade level may be promoted progressively to the full performance level of GS-15 without further competition.

### DESCRIPTION OF WORK AT THE GS-15 LEVEL:

Serves as the Regional Comptroller and directs the work of three subordinate supervisors of the Budget, Contracts and Accounting Offices that have a direct reporting relationship. The Comptroller is responsible for developing and managing a comprehensive program of financial policy and financial control which includes aligning resources with the mission, human capital and information management priorities, providing management direction, serving as a financial advisor to management, developing and executing a comprehensive financial management program, including providing: operational, capital, and facility and programmatic budgeting; centralized funds control and resource management; financial systems; managerial financial reporting and analysis; internal control and financial management advisory services; contracts; and Superfund cost recovery.

Ensures that extramural resources and procurement (contracts) are efficiently and appropriately managed to maximize use of Agency's resources. Advises on acquisition management practices and proper contracts administration. Responsible for the core functions of all financial management and extramural management responsibilities relating to the programs and activities of the region. Establishes and maintains region-wide integrated accounting and financial management systems and procedures. Provides accounting, budgeting, fiscal, extramural, and small business procurement program services to the entire region. Manages the region's budget execution activities within prescribed budget ceilings and targets to maximize the effective use of resources. Acts as the



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principal advisor to senior staff and influences national policy on all resource related issues.

Ensures the region adheres to all federal and EPA guidelines and standards for financial and acquisition management systems, financial and acquisition management operations, financial and acquisition management reporting, financial and acquisition management performance. Ensures funds control and utilization adheres to all appropriations law requirements and EPA Resources Management Directives. Ensures the region complies with the Federal Managers Financial Integrity Act (FMFIA); coordinates and evaluates the region's FMFIA process. Directs the region's audit management process to ensure timely and effective compliance with audit resolution, corrective action, and tracking and reporting requirements.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: ☐ EXCLUDED

Medical Monitoring: NO ☐

Drug Testing: ☐ NO

Financial Disclosure: YES

Supervisory Probationary Period: YES (if applicable)

One Year Probationary Period: NO, unless on a current probationary period.

Position Sensitivity Level: Sensitive ☐

### QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards ([www.opm.gov/qualifications/index.htm](http://www.opm.gov/qualifications/index.htm)). Federal employee applicants must also meet all applicable eligibility requirements (e.g. time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

GS-14: Minimum qualifying experience is one year equivalent to the GS-13 level leading, directing, or supervising a financial program (e.g. budget, accounting, contracts etc.) requiring expert knowledge of financial procedures, policies, and guidelines.

GS-15: Minimum qualifying experience is one year equivalent to the GS-14 level leading, directing or supervising financial programs requiring expert knowledge of financial procedures, policies and guidelines. This experience must include leading or representing the organization in matters relating to high visibility or controversial program activities, independently resolving complex, high-priority issues.

There is no allowable substitution of education for the GS-15 level.



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### EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT: Please follow directions for paragraphs 1, 2 and A through E.

1. Resume and application questions for this vacancy MUST be received on-line via the [www.epa.gov/ezhire](http://www.epa.gov/ezhire) web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at [www.opm.gov/forms/html/of.asp](http://www.opm.gov/forms/html/of.asp).

Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit [www.epa.gov/ezhire](http://www.epa.gov/ezhire) to apply for this position.

2. Submit all required supplemental application materials by the closing date of the announcement (including Saturdays, Sundays, or government holidays). Supplemental application materials must be sent to either the contact address or fax number identified below and must include your name and the announcement number for which applying. Any materials received after the closing date of the



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announcement will not be accepted. Failure to clearly mark each document with your name and announcement number may result in your application not being accepted for employment consideration. Supplemental application materials may include one or more of the following:

A. For non-EPA Region 9 employees, submit a copy of your most recent SF-50 Notification of Personnel Action or the last SF-50 that indicated you held a non-temporary competitive service position (for reinstatement or transfer eligibility) or if you are in an excepted service position, your appointment SF-50 that indicates how you were appointed into the Federal Government. If you are not at the full performance level in your current position, be sure to submit an SF-50 that indicates your position's fully known performance potential (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

B. If the position announcement lists the completion of specific college course work under the qualification requirements, submit a copy of college transcripts or provide a list of college courses completed. A list of college courses must identify the department under which the college course was taken, course number, and number of semester or quarter units completed. (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

C. Foreign Education: If you are qualifying for this position in part based upon the completion of a foreign degree, applicants must have their foreign education certified by an accredited American Academic Institute or private credentials evaluation service. Reference: [www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a](http://www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a) (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

D. Candidates applying under any one of the following listed competitive or non-competitive hiring authorities must submit proof of your eligibility as follows. (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

Public Health Service Officer: PHS Orders

Peace Corps/VISTA Returnees: Description of service issued by Peace Corps/VISTA

People with Disabilities: Letter from Department of Rehabilitation indicating you are Schedule A eligible.

Veterans applying under either the Veterans Recruitment Act (VRA), 30%

Disabled Veteran or the Veterans Employment Opportunity Act (VEOA)

(Reference [www.opm.gov/veterans/index.asp](http://www.opm.gov/veterans/index.asp) or [www.opm.gov/html/vetguide.htm](http://www.opm.gov/html/vetguide.htm)):

DD-214 Discharge Papers

SF-15 Application for 10 point Veterans Preference (Mandatory if applicable)

Supporting documentation as required by SF-15 (Mandatory if applicable)

If you are claiming 10 point Veterans Preference and do not submit the SF-15 and supporting documentation listed above, you will be given Tentative Preference (5-point Veterans Preference).



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### E. DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. You will not receive priority consideration under ICTAP eligibility unless you submit all supporting documentation as indicated below. To receive this priority consideration you must:

1. Be a displaced Federal employee within the commute area within the last year. You must submit a copy of the appropriate documentation such as a RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status.
2. Apply for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated. If you are applying for a position with higher promotional potential, you will not be given priority consideration but will be given consideration under the Merit Promotion process.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position within the local commuting area.
5. Meet minimum qualification requirements including any selective factor, if applicable, and be rated well qualified for the position.

For more information on ICTAP eligibility requirements, please visit <http://www.opm.gov/ctap/index.htm>.

#### ADDITIONAL APPLICATION INSTRUCTIONS

Please include your name and the announcement number on each page of your documentation to ensure proper processing of your application. Supplemental materials not properly labeled or received after the closing date will not be considered.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

FAX NUMBER: 415-947-8024

#### MAILING ADDRESS:

U.S. Environmental Protection Agency, Region 9



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Human Resources Office, PMD-12  
75 Hawthorne Street  
San Francisco, CA 94105

### WHERE TO OBTAIN MORE INFORMATION

You may contact the nearest U.S. OPM Federal Employment Information Center (FEIC) listed in the white pages of the phone book under "U.S. Government Offices." In San Francisco, please call (415) 744-JOBS (5627) or you may search [www.usajobs.opm.gov](http://www.usajobs.opm.gov). You may also call our office at (415) 972-3817

### REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

### EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.